

PHA Plans

Streamlined 5-Year/Annual Version

**U.S. Department of Housing and
Urban Development**
Office of Public and Indian Housing

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHA's to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHA's. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated there under at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

Streamlined Annual Plan for Fiscal Year 2005

Brattleboro Housing Authority

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43

(HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

Streamlined Five-Year PHA Plan Agency Identification

PHA Name: Brattleboro

PHA Number: VT002

PHA Fiscal Year Beginning: (mm/yyyy) 04/2005

PHA Programs Administered:

☒ **Public Housing and Section 8**

Number of public housing units: 284

Number of S8 units: 187

☐ **Section 8 Only**

Number of S8 units:

☐ **Public Housing Only**

Number of public housing units:

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans and attachments (if any) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

Streamlined Five-Year PHA Plan

PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.12]

A. Mission

To ensure the provision of quality affordable housing opportunities in viable communities for lower income households.

B. 2005 Goals: With 2004 achievement statements.

Resident Relations, Services and Involvement

Goal: To continue to build partnerships with residents, involving them in every aspect of BHA business to the extent they are willing and able.

Objectives: Facilitate the development and provide ongoing support to sustain tenant associations throughout all BHA properties.

Network throughout the community/collaborate to maximize services for resident of BHA. Continue working with those in education, welfare to work, youth services and other programs and service providers.

Maintain the Hope in Housing, AmeriCorps and Summer Food Programs.

Continue to utilize the Capital Fund and other grant sources for Program support.

Integrate Section 8 participants into appropriate programs to the extent they are willing and able.

2004 Progress statement:

- Ledgewood Heights has a vibrant and active new resident association.
- Ledgewood Heights has a new Community Center with offices for the Association, site staff and AmeriCorps member as well as a kitchen, meeting space, child care area and computer lab.
- AmeriCorps was refunded and an AmeriCorps member is in place.
- The Hope in Housing Program has become an integral part of life at Melrose for its residents.
- The Summer Food Program youth activities have been consolidated under a single program. Funding was sought to support these activities and some was

received.

- BHA has committed to continue to be the area sponsor of the Summer Food Program.
- BHA continues to be the Housing Partner for the Shelter Plus Care Program.
- Board and staff continue to be active participants in local, state and national discussions and actions regarding and on behalf of low income families and affordable housing.

Community Relations/Involvement

Goal: To be a responsible and active member of the greater Brattleboro community with respect to housing.

Objectives: Make us known a little more within the community. Meet with Selectmen and other groups involved with housing needs.

Explore ways in which BHA can join with the community of Brattleboro in pursuing housing needs. This may include the purchase of affordable housing units by BHA.

Try to serve those most in need while meeting the federal obligations of the Authority.

2004 Progress statement:

- Board and staff continue to strengthen relationships with area service providers through active involvement in a wide variety of community, state and national organizations and activities.
- The BHA Board met with the Select Board.
- The BHA non-profit has received its 501(c) 3 status. It also received \$50,000 in grants to conduct a comprehensive market and feasibility study for a possible assisted living facility.

Management

Goals: Manage the Authority's programs in an efficient and effective manner applying sound management principles to the organization.

Manage the BHA's compliance with HUD regulations. .

Objectives:

Continuously monitor HUD regulations and new initiatives, implement new policies and programs in a timely manner.

Maintain a standard performer rating under the new Public Housing Assessment System and Section 8 Management Assessment Program.

Provide adequate ongoing support of staff development goals.

Educate the Board on new laws and regulations.

2004 Progress statement:

- The Board was kept up to date on the funding crisis over Section 8 and the move to project based management of Public Housing.
- BHA achieved a High Performer rating on its PHAS score.
- The maintenance operation was re-organized to begin full implementation of project based management and accounting.
- A complete re-write of the Public Housing Admissions and Continued Occupancy Policy was adopted.
- Staff attended relevant training sessions.

Property Development & Maintenance

Goal: Fully implement an asset management model for each property.

Redevelop and maintain BHA public housing to the same high standards of community based non-profit perpetually affordable housing in the State.

Objectives:

Develop a new 5 year capital improvement plan for each property.

Develop new sources of funding capital improvements.

Develop a comprehensive asset management plan for each property, to include a budget, marketing plan, and program and property needs assessment.

Continue to strengthen and support the team based property maintenance organization.

Maximize the Capital Fund for major property improvements.

Reduce total turnaround time to an average of 30 days or less for each property.

2004 Progress statement:

- Talks will begin in October with the principal Vermont Agencies that fund affordable housing development on the future of their work and public housing authorities.
- Work on the new 5 year Capital Improvement Plan is beginning.
- Two buildings at Ledgewood have been completely resided.
- Three buildings at Hayes Court now have elevators.
- A new larger laundry room was developed at Ledgewood.
- A new maintenance area was developed at Ledgewood to enable property based maintenance to be implemented for Family Housing.
- The maintenance staff was expanded and re-organized into property based teams: a team of two for family housing and a team of three for elderly and non-elderly disabled housing.

Security

Goal: Continue to strive for a safe and secure environment in BHA housing developments.

Objectives: Review security needs in all developments on an on-going basis.

Work closely with the Brattleboro Police Department and other local agencies on issues of security.

Implement and sustain prevention programs in Family Housing.

Maintain high standards for admissions to public housing with respect to issues of safety and crime.

Take immediate and appropriate action when the security or safety of residents, property or staff is at risk.

2004 Progress statement:

- The AmeriCorps and Youth Programs were strengthened and supported as prevention measures.
- Hunter North security returned to patrol family housing.
- Safety and security issues were addressed quickly when they came up.
- BHA achieved an acceptable rating on its RASS survey for resident perception of safety.
- BHA's close working relationship with the Brattleboro Police Department continues.
- Staff is actively engaged in community discussions and action around prevention activities.
- Numerous applications for public housing were denied based on safety and security concerns.
- Actions were taken to remove Section 8 participants engaged in criminal or drug related activities.
- Lease enforcement was begun for safety or security violations.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

Streamlined Annual PHA Plan PHA Fiscal Year 2004

[24 CFR Part 903.12(b)]

Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

<input checked="" type="checkbox"/>	1. Housing Needs	8
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<input checked="" type="checkbox"/>	4. Rent Determination Policies	20
<input checked="" type="checkbox"/>	5. Capital Improvements Needs	24
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	iii. PHA Statement of Consistency with Consolidated Plan	
	iv. (Reserved)	
<input checked="" type="checkbox"/>	10. Project-Based Voucher Program	30
<input checked="" type="checkbox"/>	11. Supporting Documents Available for Review	31
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<input checked="" type="checkbox"/>	13. Capital Fund Program 5-Year Action Plan	53
<input type="checkbox"/>	14. Other (List below, providing name for each item)	

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;

Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions;

Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.

Executive Summary (optional)

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

1. Statement of Housing Needs [24 CFR Part 903.12 (b), 903.7(a)]

A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	75		
Extremely low income <=30% AMI	51	68	
Very low income (>30% but <=50% AMI)	23	31	
Low income (>50% but <80% AMI)	1	.01	
Families with children	20	27	
Elderly families	14	19	
Families with Disabilities	31	41	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			

Housing Needs of Families on the PHA's Waiting Lists			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 6</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed?</p> <p><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Only under resolution through appeal process.</p>			

Housing Needs of Families on the PHA's Waiting Lists			
<p>Waiting list type: (select one)</p> <p><input type="checkbox"/> Section 8 tenant-based assistance</p> <p><input checked="" type="checkbox"/> Public Housing</p> <p><input type="checkbox"/> Combined Section 8 and Public Housing</p> <p><input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)</p> <p>If used, identify which development/subjurisdiction:</p>			
	# of families	% of total families	Annual Turnover
Waiting list total	82		
Extremely low income <=30% AMI	47	57	
Very low income (>30% but <=50% AMI)	24	29	
Low income (>50% but <80% AMI)	11	13	
Families with children	28	34	
Elderly families	37	45	
Families with Disabilities	13	16	
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	41	50	

Housing Needs of Families on the PHA's Waiting Lists			
2 BR	31	38	
3 BR	8	10	
4 BR	2	.02	
5 BR			
5+ BR			

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?

☐ No ☐ Yes

B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☐ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☒ Other: (list below) Continue to support local development efforts and participate in community organizations and boards that promote creation or retention of affordable housing.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below) Maintain Designation program and Hope in Housing Program.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Sek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☒ Other: (list below) Maintain Designation program and Hope in Housing Program.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☒ Other: (list below) Discuss issues of fair housing with participating landlords.

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government

- ☒ Results of consultation with residents and the Resident Advisory Board
☐ Results of consultation with advocacy groups
☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.12 (b), 903.7 (c)]

List on the following table the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2004 grants)		
a) Public Housing Operating Fund	350000	
b) Public Housing Capital Fund	300000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	720000	
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	880000	
4. Other income (list below)		
4. Non-federal sources (list below)		
State supportive services grant	45000	Elderly/disabled services
Summer Food Program	20000	Summer lunch for youth
Total resources	2,395,000	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit: top ten
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☒ Other (describe) As listed in the ACOP

c. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☒ Other (list below) Applications are mailed upon request and available at human service agencies throughout the community.

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year?
NO If yes, complete the following table; if not skip to d. No

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time? ____

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? ____

4. ☐ Yes ☐ No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **No (3) Assignment**

- How many site-based waiting lists will the PHA operate in the coming year?
- ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
- ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?
- Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☒ Two
- ☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☒ Over-housed
- ☒ Under-housed
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

2 Date and Time

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- 1 ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☒ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
☒ The PHA's Admissions and (Continued) Occupancy policy
☒ PHA briefing seminars or written materials
☒ Other source (list) Staff

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
☒ Any time family composition changes
☒ At family request for revision
☐ Other (list)

(6) Deconcentration and Income Mixing

- a. ☐ Yes ☒ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. ☐ Yes ☒ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table:

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors):
- ☐ Other (list below)
- b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☒ Criminal or drug-related activity
- ☒ Other (describe below) Last two landlord names and addresses. Any other information required by regulation.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☐ PHA main administrative office
- ☐ Other (list below)

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: As a reasonable accommodation or under conditions listed in the Policy.

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) Special purpose section 8 assistance programs)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

2 Date and Time

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- 1 ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☒ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

☐

Through published notices

☒

Other (list below) Information given to local agencies that work with applicants.

4. PHA Rent Determination Policies

[24 CFR Part 903.12(b), 903.7(d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one of the following two)

☒

The PHA will not employ any discretionary rent-setting policies for income-based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

☐

The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

☒

\$0

☐

\$1-\$25

☐

\$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% of adjusted income

1. ☐ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☐ For the earned income of a previously unemployed household member

☐ For increases in earned income

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☐ Yes for all developments

☐ Yes but only for some developments

☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

☐ For all developments

☐ For all general occupancy developments (not elderly or disabled or elderly only)

☐ For specified general occupancy developments

☐ For certain parts of developments; e.g., the high-rise portion

☐ For certain size units; e.g., larger bedroom sizes

☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

☐ Market comparability study

☐ Fair market rents (FMR)

☐ 95th percentile rents

☐ 75 percent of operating costs

☐ 100 percent of operating costs for general occupancy (family) developments

- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- ☐ Other (list below)

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

a. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☒ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR

- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)
- b. If the payment standard is lower than FMR, why has the PHA selected this standard?
(select all that apply)
- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)
- c. If the payment standard is higher than FMR, why has the PHA chosen this level?
(select all that apply)
- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- ☒ Annually
- ☐ Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☒ Other (list below) The payment standard is based on the above and information provided by the Vermont State Housing Authority.

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent? (select one)
- ☒ \$0
- ☐ \$1-\$25
- ☐ \$26-\$50
- b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Capital Improvement Needs

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

A. Capital Fund Activities

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

(1) Capital Fund Program

- a. ☒ Yes ☐ No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b. ☐ Yes ☒ No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 5B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

(1) Hope VI Revitalization

- a. ☐ Yes ☒ No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below for each grant, copying and completing as many times as necessary)
- b. Status of HOPE VI revitalization grant (complete one set of questions for each grant)
Development name:
Development (project) number:
Status of grant: (select the statement that best describes the current status)
☐ Revitalization Plan under development
☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved

☐ Activities pursuant to an approved Revitalization Plan underway

c. ☐ Yes ☒ No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:

d. ☒ Yes ☐ No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below: We are exploring the possibility of converting units to assisted living and development of new units.

e. ☐ Yes ☒ No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

6. Demolition and Disposition

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

a. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If "No", skip to component 7; if "yes", complete one activity description for each development on the following chart.)

Demolition/Disposition Activity Description
1a. Development name: Hayes Court
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 05/01/04
5. Number of units affected: 24
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 07/01/04 b. Projected end date of activity:

7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

- (1) ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.) The PHA hopes to develop a Program this year.

(2) Program Description

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the Section 8 homeownership option? Not established

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?___

b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below: Not established

c. What actions will the PHA undertake to implement the program this year (list)?

(3) Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a. ☐ Establishing a minimum homeowner down-payment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family’s resources. Not established
- b. ☐ Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards. Not established
- c. ☒ Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below). Brattleboro Community Land Trust 11 years experience

- d. ☐ Demonstrating that it has other relevant experience (list experience below).

8. Civil Rights Certifications

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

9. Additional Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan

(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan. See Goals and Objectives at the beginning of this Plan.

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

- a. Substantial Deviation from the 5-Year Plan. A material change in the Plan not referenced or intended by any section or statement of the existing Plan.
- b. Significant Amendment or Modification to the Annual Plan. A material change in the Plan not referenced or intended by any section or statement of the existing Plan.
- c. Additional receipt of Capital Fund monies allocated by the PHA under its existing 5 year plan are not considered material changes.

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

- a. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

If yes, provide the comments below: The Committee made suggestions as to work to do under the Capital Fund which were in keeping with the priorities already set.

- b. In what manner did the PHA address those comments? (select all that apply)

☒ Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☐ Other: (list below)

(2) Resident Membership on PHA Governing Board

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

- a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

☒ Yes ☐ No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: Marian Taschereau

Method of Selection:

☒ Appointment

The term of appointment is (include the date term expires): 6/30/09

☐ Election by Residents (if checked, complete next section--Description of Resident Election Process)

Description of Resident Election Process

Nomination of candidates for place on the ballot: (select all that apply)

☐ Candidates were nominated by resident and assisted family organizations

☐ Candidates could be nominated by any adult recipient of PHA assistance

☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot

☐ Other: (describe)

Eligible candidates: (select one)

☐ Any recipient of PHA assistance

☐ Any head of household receiving PHA assistance

☐ Any adult recipient of PHA assistance

- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

b. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- ☐ The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- ☐ The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- ☐ Other (explain):

Date of next term expiration of a governing board member:

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position):

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

Consolidated Plan jurisdiction: (provide name here)

a. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply):

- ☒ The PHA has based its statement of needs of families on its waiting list on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☐ Other: (list below)

b. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

(4) (Reserved)

Use this section to provide any additional information requested by HUD.

10. Project-Based Voucher Program

a. ☒ Yes ☐ No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.

b. ☒ Yes ☐ No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

☐ Low utilization rate for vouchers due to lack of suitable rental units

☐ Access to neighborhoods outside of high poverty areas

☒ Other (describe below:) Project based Vouchers would be used in special

housing either new to the community or in significantly short supply.

c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts): Up to 20 Vouchers would be used. The areas would be adjacent to an existing elderly complex or general (mixed) income neighborhoods.

11. List of Supporting Documents Available for Review for Streamlined

Five-Year/ Annual PHA Plans

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated	Annual Plan: Designation

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Housing Plans).	of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Brattleboro Housing Authority	Grant Type and Number Capital Fund Program Grant No: VT 36P 00250101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement (revision no: 4)
☐ Performance and Evaluation Report for Period Ending ☒ Final Performance and Evaluation Report: 9/30/2004

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements soft costs	22,315.15	22,315.15	22,315.15	22,315.15
4	1410 Administration	37,752.41	37,752.41	37,752.41	37,752.41
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	27,185.57	27,185.57	27,185.57	27,185.57
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000	5600.41	5600.41	5600.41
10	1460 Dwelling Structures	183,225.76	188,844.92	188,844.92	188,844.92
11	1465.1 Dwelling Equipment—Nonexpendable	28,785.11	28,785.11	28,785.11	28,785.11
12	1470 Non-dwelling Structures	63,261.00	63261	63261	63261
13	1475 Non-dwelling Equipment	10,000	8780.43	8780.43	8780.43
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	0	0.00	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	382,525.00	382,525	382,525	382,525
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	125,000	125,000	125,000	125,000
24	Amount of line 21 Related to Security – Soft Costs	50,000	50,000	50,000	50,000
25	Amount of Line 21 Related to Security – Hard Costs			0	0
26	Amount of line 21 Related to Energy Conservation Measures	50,000	50,000	50,000	50,000

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Brattleboro Housing Authority		Grant Type and Number Capital Fund Program Grant No: VT 36P 00250101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Mgmt	Community Safety/Youth Activities	1408		22,315.15	22,315.15	22,315.15	22,315.15	Done
HA-Wide Admin	PHA staff and expenses	1410		37,752.41	37,752.41	37,752.41	37,752.41	Done
	Fees and Costs	1430		27,185.57	27,185.57	27,185.57	27,185.57	Done
	Computer equipment	1475		10,000	8,780.43	8,780.43	8,780.43	Done
VT-02-001	Storm doors	1460		17,931	18,519	18,519	18,519	Done
	Replace refirgs	1465		24,006	24,006	24,006	24,006	Done
	ADA kitchen	1470		20,087	20,087	20,087	20,087	Done
	Fire extinguishers	1460		0		0	0.00	Done
VT02-003	Upgrade landscaping	1450		10,000	5600.41	5600.41	5600.41	
	Install elevator reconfigure efficiencies	1460		66,839.20	72,044.19	72,044.19	72,044.19	
	& Fire Extinguishers							
	New lights community room	1470		3,000	3,000	3,000	3,000	Done
	ADA kitchen renovation	1470		20,087	20,087	20,087	20,087	Done
		1450						

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Brattleboro Housing Authority		Grant Type and Number Capital Fund Program Grant No: VT 36P 00250101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
VT002-004	Apartment renovation	1460		7,730	7691.84	7691.84	7691.84	Done
	Parking lot lights	1450		0	0.00	0	0.00	
	Replace entry steps	1460		14,618	14,618	14,618	14,618	Done
	Deadbolts front and back & fire exting	1460		2374.98	2,374.98	2374.98	2,374.98	Done
VT002-006	Exterior renovations to buildings	1460	35,000/blg	903.09	903.09	903.09	903.09	On hold
	Apartment renovation	1460	7,000/unit	9,467.08	9,467.08	9,467.08	9,467.08	done
	Fire extinguishers	1460		5,080.45	5069.40	5069.40	5,069.40	Done
VT002-008	Renovate parking lot	1450		0	0	0	0	
	Roof repair/replace	1460		58,281.96	58157.34	58157.34	58157.34	Done
	Fire extinguishers	1460			0.00	0		Done
	Replace lobby call system	1465		4,779.11	4,779.11	4,779.11	4,779.11	Done
	ADA kitchen renovation	1470		20,087	20,087	20,087	20,087	Done

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: Brattleboro Housing Authority		Grant Type and Number Capital Fund Program No: VT 36P 00250101 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA – Wide	12/31/01		9/30/01	12/31/04	9/31/04		
VT-02-001	12/31/01		9/30/01	12/31/04	9/31/04		
VT-02-003	12/31/01		9/30/01	12/31/04	9/31/04		
VT-02-004	12/31/01		9/30/01	12/31/04	9/31/04		
VT-02-006	12/31/01		9/30/01	12/31/04	9/31/04		
VT-02-008	12/31/01		9/30/01	12/31/04	9/31/04		

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Brattleboro Housing Authority	Grant Type and Number Capital Fund Program Grant No: VT 36P 00250102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement (revision no: 3)
☒ Performance and Evaluation Report for Period Ending: 9/30/2004 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements soft costs	17000	17,807.77	17,807.77	17,807.77
4	1410 Administration	38525	38,398.33	38,398.33	38,398.33
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35000	34,318.90	34,318.90	34,318.90
8	1440 Site Acquisition				
9	1450 Site Improvement	77000	72000	72000	32759.74
10	1460 Dwelling Structures	152451.59	157451.59	157451.59	157451.59
11	1465.1 Dwelling Equipment—Nonexpendable	42990	42990	42990	42990
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	1254.41	1254.41	1254.41	1254.41
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	364221	364221	364221	324980.74
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Brattleboro Housing Authority		Grant Type and Number Capital Fund Program Grant No: VT 36P 00250102 Replacement Housing Factor Grant No:		Federal FY of Grant: 2002	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Brattleboro Housing Authority		Grant Type and Number Capital Fund Program Grant No: VT 36P 00250102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Mgmt	Community Safety/Youth Activities	1408		17000	17,807.77	17,807.77	17,807.77	Done
	PHA staff and expenses	1410		38,525	38,398.33	38,398.33	38,398.33	Done
	Fees and Costs	1430		35,000	34,318.90	34,318.90	34,318.90	Done
VT-02-001	Storm doors	1460		6,010	4908.09	4908.09	4,908.09	Done
	Upgrade landscaping	1450		0.00		0	0	Done
	Replace stoves	1465		21,540	21,540	21,540	21,540	Done
VT02-003	Reconfigure efficiencies, halls or elevato	1460		61,799.75	67,169.54	67,169.54	67,169.54	Done
	Replace refrigs	1465		21,450	21,450	21,450	21,450	Done
VT02-004	Tree and Fence work	1450		2,000	285.00	285.00	285	Done
	Window replacement	1460		0	0	0	0	
	Apartment rehab	1460		7,741.68	7,741.68	7,741.68	7,741.68	Done
VT002-006	Exterior renovations	1460		0.00	732.12	732.12	732.12	Done
	Rehab 2 apt	1460		11,900.16	11,900.16	11,900.16	11,900.16	Done
	Garbage cans	1475		1,254.41	1,254.41	1,254.41	1,254.41	Done
VT02-008	Renovate parking lot	1450		75,000	71,715	71,715	32,474.74	Spr 04
	Roof repair/replacement	1460		65,000	65,000	65,000	65,000	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Brattleboro Housing Authority		Grant Type and Number Capital Fund Program No: VT 36P 00250102 Replacement Housing Factor No:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA – Wide	9/30/04		9/30/02	9/30/06	9/30/04		
VT-02-001	9/30/04		9/30/02	9/30/06	9/30/04		
VT-02-003	9/30/04		9/30/02	9/30/06	9/30/04		
VT-02-004	9/30/04		9/30/02	9/30/06	9/30/04		
VT-02-006	9/30/04		9/30/02	9/30/06	9/30/04		
VT-02-008	9/30/04		9/30/02	9/30/06			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Brattleboro Housing Authority	Grant Type and Number Capital Fund Program Grant No: VT 36P 00250103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement (revision no: 2)
☒ Performance and Evaluation Report for Period Ending: 9/30/04 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements soft costs	25,000	16657.03	16657.03	14775.25
4	1410 Administration	29,967	29967.00	29967.00	27475.88
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000	25742.43	25742.43	25742.43
8	1440 Site Acquisition				
9	1450 Site Improvement	62,500	7136.74	7136.74	0
10	1460 Dwelling Structures	123,271.00	181721.30	181721.30	181721.30
11	1465.1 Dwelling Equipment—Nonexpendable	17,430.00	17,430.00	17,430.00	17,430.00
12	1470 Nondwelling Structures	1,500	3231.50	3231.50	3231.50
13	1475 Nondwelling Equipment	15,000	17791.00	17791.00	17791.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	4,221	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	299,677	299,677	299,677	288,167.36
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	1500	1,500	1,500	1,500
24	Amount of line 21 Related to Security – Soft Costs	17500	17,500	17,500	17,500
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	35000	35,000	35,000	35,000

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Brattleboro Housing Authority		Grant Type and Number Capital Fund Program Grant No: VT 36P 00250103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Mgmt	Community Safety/Youth Activities	1408		25,000	16657.03	16657.03	14775.25	
	PHA staff and expenses	1410		29,967	29967.00	29967.00	27475.88	
	Fees and Costs	1430		25,000	25742.43	25742.43	25742.43	
	Computer replacement	1475		15,000	17791.00	17791.00	14991.00	
VT-02-001	Storm doors/stoop repair/paint railings	1460		8,271	8271	8271	8271	
VT02-003	Reconfigure efficiencies, halls or elevators	1460		75,000	63000.00	63000.00	63000	
	Replace Stoves	1465		17,430	17430	17430	17430	
VT02-004	Tree and Fence work	1450		2,500	0	0	0	
	Apartment rehab	1460		0	0	0	0	
VT002-006	Exterior renovations	1460		10,000	72713.30	72713.30	71374.47	
	Rehab 1 apt	1460		15,000	6512.49	6512.49	6512.49	
VT02-008	Front door opener	1470		1,500	3231.50	3231.50	3231.50	
	Renovate parking lot	1450		60,000	7136.74	7136.74	0	
	Compactor/Dumpster	1460		15,000	31224.51	31224.51	31224.51	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: Brattleboro Housing Authority		Grant Type and Number Capital Fund Program No: VT 36P 00250103 Replacement Housing Factor No:				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA – Wide	5/31/05				9/30/04		
VT-02-001	5/31/05				9/30/04		
VT-02-003	5/31/05				9/30/04		
VT-02-004	5/31/05				9/30/04		
VT-02-006	5/31/05				9/30/04		
VT-02-008	5/31/05						

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Brattleboro Housing Authority	Grant Type and Number Capital Fund Program Grant No: VT 36P 00250203 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement (revision no:1)
☒ Performance and Evaluation Report for Period Ending: 9/30/04 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements soft costs	5,000	3919.82	3919.82	0
4	1410 Administration	5,975	5975	5975	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	30,000	34475.05	34475.05	34389.71
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	15,000	15355.13	15355.13	456.00
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	3,750	0		
21	Amount of Annual Grant: (sum of lines 2 – 20)	59,725	59725	59725	34845.71
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Part II: Supporting Pages

form HUD-50075-SF (04/30/2003)

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Brattleboro Housing Authority		Grant Type and Number Capital Fund Program No: VT 36P 00250203 Replacement Housing Factor No:				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA – Wide	5/31/05	6/30/04	6/30/04				
VT-02-008	5/31/05	6/30/04	6/30/04				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Brattleboro Housing Authority	Grant Type and Number Capital Fund Program Grant No: VT 36P 00250104 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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☐ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☒ Revised Annual Statement (revision no: 1)
☒ Performance and Evaluation Report for Period Ending: 9/30/04 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements soft costs	20,000	20,000	20,000	0
4	1410 Administration	34,706	34,706	34,706	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000	35,000	35,000	1740
8	1440 Site Acquisition				
9	1450 Site Improvement	2,000	4372.82	4372.82	0
10	1460 Dwelling Structures	240,000	237981.18	237981.18	111292.58
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	15,000	15,000	15,000	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	354	0		
21	Amount of Annual Grant: (sum of lines 2 – 20)	347,060	347,060	347,060	113032.58
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Brattleboro Housing Authority		Grant Type and Number Capital Fund Program Grant No: VT 36P 00250104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Mgmt	Community Safety/Youth Activities	1408		20,000	20,000	20,000	0	
	PHA staff and expenses	1410		34,706	34,706	34,706	0	
	Fees and Costs	1430		35,000	35,000	35,000	1740	
	Computer replacement	1475		15,000	15,000	15,000	0	
VT02-003	Reconfigure efficiencies, halls or elevator	1460		70,000	38601.84	38601.84	30728.84	
VT02-004	Parking island and faucets	1450		2,000	4372.82	4372.82	0	
	Window replacement	1460		50,000	75000	75000	0	
VT002-006	Exterior renovations	1460		100,000	88268.34	88268.34	48650.74	
	Rehab 1 apt	1460		20,000	0	0		
VT002-008	Roof replacement	1460		0	36111	36111	31913	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: Brattleboro Housing Authority		Grant Type and Number Capital Fund Program No: VT 36P 00250104 Replacement Housing Factor No:					Federal FY of Grant: 2004
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA – Wide	9/6/06		9/30/04	9/5/08			
VT-02-001	9/6/06		9/30/04	9/5/08			
VT-02-003	9/6/06		9/30/04	9/5/08			
VT-02-004	9/6/06		9/30/04	9/5/08			
VT-02-006	9/6/06		9/30/04	9/5/08			
VT-02-008	9/6/06		9/30/04	9/5/08			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Brattleboro Housing Authority	Grant Type and Number Capital Fund Program Grant No: VT 36P 00250105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005
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☒ Original Annual Statement ☐ Reserve for Disasters/ Emergencies ☐ Revised Annual Statement (revision no:)
☐ Performance and Evaluation Report for Period Ending: ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements soft costs	25,000			
4	1410 Administration	34,706			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	33,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	38,000			
10	1460 Dwelling Structures	195,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	20,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	1354			
21	Amount of Annual Grant: (sum of lines 2 – 20)	347,060			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Brattleboro Housing Authority		Grant Type and Number Capital Fund Program Grant No: VT 36P 00250105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Mgmt	Community Safety/Youth Activities	1408		25,000				
	PHA staff and expenses	1410		34,706				
	Fees and Costs	1430		33,000				
	Computer replacement	1475		20,000				
VT02-003	Asphalt improvements	1450		8,000				
	Reconfigure efficiencies, halls or elevator	1460		80,000				
	Replace timers (HC & MT)	1460		15,000				
VT02-004	Repair/Replace site lighting	1450		10,000				
VT002-006	Exterior renovations	1460		90,000				
	Fence repair/replacement	1450		10,000				
	Repair/Replace site lighting	1450		10,000				
VT002-008	Community Room Improvements	1460		10,000				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

PHA Name: Brattleboro Housing Authority		Grant Type and Number Capital Fund Program No: VT 36P 00250105 Replacement Housing Factor No:					Federal FY of Grant: 2005
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA – Wide	9/6/07						
VT-02-001	9/6/07						
VT-02-003	9/6/07						
VT-02-004	9/6/07						
VT-02-006	9/6/07						
VT-02-008	9/6/07						

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Brattleboro Housing Authority		Grant Number VT36P0025105 FFY2005		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No: 4	
Development Number/Name/HA-Wide	Year 1 2005	Work Statement for Year 2 FFY Grant: 2006 PHA FY:2007	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2008	Work Statement for Year 4 FFY Grant: 2008 PHA FY:2009	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2010
	Annual Statement				
VT 002-01 Melrose		8,000		15,000	
VT 002-03 Hayes			80,000		90,000
VT002-4 Moore		41,500	23,000	50,000	
VT002-06 Ledgewood		26,500	90,000	8,000	134,000
VT 002-08 Sam. Elliot		157,000	40,000	165,000	10,000
HA-Wide		112,658	112,658	107,658	112,658
Contingency		1402	1402	1402	402
CFP Funds Listed for 5-year planning		347,060	347,060	347,060	347,060
Replacement Housing Factor Funds		0	0	0	0

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Year 2 & 3
Melrose, Hayes & Moore

Activities for Year 1	Activities for Year : _2__ FFY Grant: 2006 PHA FY: 2007			Activities for Year: _3__ FFY Grant: 2007 PHA FY: 2008		
2005	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual	VT 002-01 Melrose			VT 002-01 Melrose		
Statement	8,000	Repair asphalt	8,000	8,000	Repair asphalt	
	16,000	Replace timers		16,000	Replace timers	
	15,000	Paint porches & trim		15,000	Paint porches & trim	
	10,000	Replace gutters		10,000	Replace gutters	
	5000	CR bathroom & lighting		5000	CR bathroom & lighting	
	12,000	Apt. renovation bath & kitchen		12,000	Apt. renovation bath & kitchen	
	VT 002-03 Hayes Ct			VT 002-03 Hayes Court		
	6 @ 80,000	Install elevator		6 @ 80,000	Install elevator	80,000
	8,000	Repair asphalt		8,000	Repair asphalt	
	15,000	Porch lights & timers		15,000	Porch lights & timers	
	8,000	Replace timers		8,000	Replace timers	
	1,000	Garage door opener		1,000	Garage door opener	
	30,000	Replace main water valves		30,000	Replace main water valves	
	36,000	Replace Call for Aid		36,000	Replace Call for Aid	
	12,000/ unit	Apt renovation: Kitchen & bathroom 72 units		12,000/ unit	Apt renovation: Kitchen & bathroom 72 units	
	VT002-4 Moore Crt			VT002-4 Moore Court		
	8,000	Repair asphalt storm drn			Repair asphalt storm drn	8,000
	15,000	Repair/replc back steps			Repair/replc back steps	15,000
	10,000	Site lighting		10,000	Site lighting	
		Site sign	1,500	1,500	Site sign	
	50,000	Repair/replc frt & bk doors		50,000	Repair/replc frt & bk doors	
		Building lighting	5,000	5,000	Building lighting	
		Paint exterior all buildgs	35,000	35,000	Paint exterior all buildgs	

	4,000/unit	Bathroom renovation 28		4,000/unit	Bathroom renovation 28	
	10,000/unit	Kitchen renovation 3		10,000/unit	Kitchen renovation 3	
	2,000/unit	Replace closet shelv 28		2,000/unit	Replace closet shelv 28	

Capital Fund Program Five-Year Action Plan

Year 2 & 3

Part II: Supporting Pages—Work Activities

Ledgewood & Samuel Elliot Apartments

Activities for Year : _2___ FFY Grant: 2006 PHA FY:2007			Activities for Year: _3___ FFY Grant: 2007 PHA FY: 2008		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
VT002-06 Ledgewood			VT002-06 Ledgewood		
8,000	Repair asphalt		8,000	Repair asphalt	
10,000	Repair fencing		10,000	Repair fencing	
125,000	Repair storm drainage, fix steps & porches, other grounds work		125,000	Repair storm drainage, fix steps & porches, other grounds work	
10,000	Replace site lighting		10,000	Replace site lighting	
	Site signage	1,500	1,500	Site signage	
100,000	Replace asphalt roofs & vents		100,000	Replace asphalt roofs & vents	
90,000/bldg	Exterior building Project 7 bldg		90,000/bldg	Exterior building Project 7 bldg	90,000
	CR kitchen & bath rehab	10,000	10,000	CR kitchen & bath rehab	
76,000	Replace all bi-fold doors		76,000	Replace all bi-fold doors	
15,000/unit	Apt renovation 40 to do	15,000	15,000/unit	Apt renovation 40 to do	
VT 002-08 Sam. Elliot			VT 002-08 Sam. Elliot		
2,000	Replace garage & generator doors			Replace garage & generator doors	2,000
8,000	Repair asphalt		8,000	Repair asphalt	
10,000	Repair underpass ceiling & light			Repair underpass ceiling & light	10,000
150,000	Replace all windows		150,000	Replace all windows	
	Replace elevators	150,000	150,000	Replace elevators	
	Mte. Garage heater replacement	5,000	5,000	Mte. Garage heater replacement	
20,000	Upgrade emergency power			Upgrade emergency power	20,000
	Replace lobby heaters	2,000	2,000	Replace lobby heaters	
8,000/area	Entry, CR, halls, sitting rooms – carpet, fix ceilings & lighting 9		8,000/area	Entry, CR, halls, sitting rooms – carpet, fix ceilings & lighting 9	8,000
15,000	Replace stairway heaters		15,000	Replace stairway heaters	
8,000/unit	Kitchen renovations 55 units		8,000/unit	Kitchen renovations 55 units	
PHA Wide			PHA Wide		
	Mgmt Improvements	25,000		Mgmt Improvements	25,000

HA Code VT002

	Admin costs	34,658		Admin costs	34,658
	Fees, costs, other	33,000		Fees, costs, other	33,000
	Non-dwelling equip	20,000		Non-dwelling equip	20,000
	Contingency	1402		Contingency	1402
	Total CFP Estimated Cost	347,060		Total CFP Estimated Cost	347,060

Melrose, Hayes & Moore

Activities for Year 1	Activities for Year : _4_ FFY Grant: 2008 PHA FY: 2009			Activities for Year: _5_ FFY Grant: 2009 PHA FY: 2010		
2005	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual	VT 002-01 Melrose			VT 002-01 Melrose		
Statement	8,000	Repair asphalt		10,000	Repair asphalt	
	16,000	Replace timers		16,000	Replace timers	
	15,000	Paint porches & trim		15,000	Paint porches & trim	
		Replace gutters	10,000	10,000	Replace gutters	
		CR bathroom & lighting	5,000	5000	CR bathroom & lighting	
	12,000	Apt. renovation bath & kitchen		12,000	Apt. renovation bath & kitchen	
	VT 002-03 Hayes Ct			VT 002-03 Hayes Court		
	6 @ 80,000	Install elevator		6 @ 90,000	Install elevator	90,000
	8,000	Repair asphalt		10,000	Repair asphalt	
	15,000	Porch lights & timers		15,000	Porch lights & timers	
	8,000	Replace timers		8,000	Replace timers	
	1,000	Garage door opener		1,000	Garage door opener	
	30,000	Replace main water valves		30,000	Replace main water valves	
	36,000	Replace Call for Aid		36,000	Replace Call for Aid	
	12,000/ unit	Apt renovation: Kitchen & bathroom 72 units		12,000/ unit	Apt renovation: Kitchen & bathroom 72 units	
	VT002-4 Moore Crt			VT002-4 Moore Court		
	8,000	Repair asphalt storm drn		10,000	Repair asphalt storm drn	
	15,000	Repair/replc back steps		15,000	Repair/replc back steps	
	10,000	Site lighting		10,000	Site lighting	
	1,500	Site sign		1,500	Site sign	
		Repair/replc frt & bk doors	50,000	50,000	Repair/replc frt & bk doors	
	5,000	Building lighting		5,000	Building lighting	
	35,000	Paint exterior all buildgs		35,000	Paint exterior all buildgs	
	4,000/unit	Bathroom renovation 28		4,000/unit	Bathroom renovation 28	
	10,000/unit	Kitchen renovation 3		10,000/unit	Kitchen renovation 3	
	2,000/unit	Replace closet shelv 28		2,000/unit	Replace closet shelv 28	

Part II: Supporting Pages—Work Activities**Ledgewood & Samuel Elliot Apartments**

Activities for Year : _4____ FFY Grant: 2008 PHA FY:2009			Activities for Year: _5____ FFY Grant: 2009 PHA FY: 2010		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
VT002-06 Ledgewood			VT002-06 Ledgewood		
	Repair asphalt	8,000		Repair asphalt	10,000
10,000	Repair fencing		10,000	Repair fencing	
125,000	Repair storm drainage, fix steps & porches, other grounds work			Repair storm drainage, fix steps & porches, other grounds work	
10,000	Replace site lighting		10,000	Replace site lighting	
1,500	Site signage		1,500	Site signage	
100,000	Replace asphalt roofs & vents			Replace asphalt roofs & vents	
90,000/bldg	Exterior building Project 7 bldg		100,000/bldg	Exterior building Project 7 bldg	100,000
10,000	CR kitchen & bath rehab		10,000	CR kitchen & bath rehab	
76,000	Replace all bi-fold doors		76,000	Replace all bi-fold doors	24,000
15,000/unit	Apt renovation 40 to do		15,000/unit	Apt renovation 40 to do	
VT 002-08 Sam. Elliot	Replace garage & generator doors		VT 002-08 Sam. Elliot	Replace garage & generator doors	
8,000	Repair asphalt		8,000	Repair asphalt	
10,000	Repair underpass ceiling & light		10,000	Repair underpass ceiling & light	
	Replace all windows	150,000	150,000	Replace all windows	
150,000	Replace elevators		150,000	Replace elevators	
5,000	Mte. Garage heater replacement		5,000	Mte. Garage heater replacement	
20,000	Upgrade emergency power		20,000	Upgrade emergency power	
2,000	Replace lobby heaters		2,000	Replace lobby heaters	
8,000/area	Entry, CR, halls, sitting rooms – carpet, fix ceilings & lighting 9	15,000	10,000/area	Entry, CR, halls, sitting rooms – carpet, fix ceilings & lighting 9	10,000
15,000	Replace stairway heaters		15,000	Replace stairway heaters	
8,000/unit	Kitchen renovations 55 units		8,000/unit	Kitchen renovations 55 units	
PHA Wide	Mgmt Improvements	25,000	PHA Wide	Mgmt Improvements	25,000
	Admin Costs	34,658		Admin Costs	34,658
	Fees and Costs	33,000		Fees and Costs	33,000
	Non-dwelling equipmt	15,000		Non-dwelling equipmt	20,000
	Contingency	1402		Contingency	402
	Total CFP Estimated Cost			Total CFP Estimated Cost	
		347,060			347,060

